



Department of Insurance
State of Arizona
Financial Affairs Division – Trust Deposit Unit
2910 North 44th Street, Suite 210
Phoenix, Arizona 85018-7269
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TRUST DEPOSIT INSTRUCTIONS SUPPLEMENT B
FOR CERTIFICATES OF DEPOSIT HELD BY ARIZONA STATE TREASURER

CONTACT A FEDERALLY INSURED FINANCIAL INSTITUTION LOCATED IN ARIZONA to arrange for the purchase of a Certificate of Deposit **AND** the completion of **TWO (2)** required Assignment to Arizona State Treasurer Forms E150. It is recommended that you confirm that this selected institution will issue a Certificate of Deposit that is automatically renewable and that they will extend pickup and delivery service to the State Treasurer's Office to facilitate exchanges of Certificates when required.

Assignment to Arizona State Treasurer, Form E150, may be obtained from this Department if your Financial Institution does not supply them.

PREPARE FOR YOUR TRUST DEPOSIT ACTIVITY TO OCCUR AS OUTLINED FOR THE TYPE OF ACTIVITY BELOW:

1. INITIAL TRUST DEPOSIT:

Certificates of Deposit (original document only) with two (2) fully executed **original** Assignment to Arizona State Treasurer Forms E150, plus one (1) Notice of Trust Deposit Delivery Form E125CD **for each Certificate, shall be delivered/mailed to "Attention: Trust Deposit Unit" at the address shown above.** (These documents are most often sent within the Application for Certificate of Authority)

NOTE: Assignment Form E150 signatures must all be original.

A missing or incomplete Assignment Form E150 will result in rejection of the Certificate!

2. SUBSEQUENT INCREASES/RELEASES/EXCHANGES:

All Trust Deposit activity concerning Certificates of Deposit, after the initial deposit, is conducted in person by the representatives of the Department of Insurance and the State Treasurer together with a Company representative or a representative of the Company's chosen financial institution(s), during a weekly meeting at the State Treasurer's Office, in the West Wing of the Arizona State Capitol. This meeting commences each Thursday morning at 10:00 a.m.

PRIOR APPROVAL REQUIRED

All Trust Deposit activity that is transacted at a Thursday meeting must have received Department of Insurance approval prior to 5:00 p.m. on the **PRECEDING FRIDAY**. No exceptions will be made to this deadline.

APPROVAL is obtained by delivery of completed, fully executed Forms E125CD and/or E126CD. These forms are available from this Department and may be delivered by FAX to "Attention: Trust Deposit Unit" at (602) 364-3989. The Department will confirm approval by telephone.

TRANSACTION CONFIRMATION REQUIRED

CONFIRMATION THAT APPROVED transactions will occur at a Thursday meeting must be received by the Department of Insurance, from a representative of the financial institution(s) or the Company, prior to 3:00 p.m. on the **PRECEDING TUESDAY**. No exceptions will be made to this deadline.

CONFIRMATION that all certificates and assignments that have been approved will be delivered, or that certificates approved for release will be picked up, may be made by telephone.

RESPONSIBILITY

It is the **COMPANY'S** responsibility to make all arrangements for delivery and pickup of Certificates of Deposit.

To effectuate an exchange of certificates of deposit, the **COMPANY** must coordinate **with both** financial institutions involved, for a simultaneous deposit and release of the Certificates and to make all monetary settlements in advance.

The Department of Insurance **DOES NOT ASSIST** with initial deposit arrangements and will not release Certificates of Deposit for exchange without immediate simultaneous replacement.

Only the return delivery instructions that are provided by the Company in its executed Form E126CD will be followed.

Please call the Trust Deposit Unit at (602) 364-2712 for assistance.